



Disability Services Faculty Form for Proctoring Test

Michelle Smith -Disability Coordinator: x2117 / msmith@blueridgectc.edu / Office 1304

Student Name: _____

Test Name: _____ Course Name & Section: _____

Instructor: _____ Instructor Phone: _____

Instructor E-mail: _____ Department: _____

Due Date: _____ Time Allowed: _____

If Student exceeds the time allowed what should the Test Proctor do?

Collect Test Note Extra Time Taken Nothing

Indicate ALL items that the student is allowed to use during testing:

Book Notes Calculator Dictionary Computer Paper

Other _____

Student is permitted to write directly on the test: YES NO

How will you get the completed test?

Pick up from _____ Put in your mailbox Other _____

Special Instructions/Notes:

Accommodations Needed:



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1. Use the Disability Services Form for Proctoring Faculty Exams as a cover sheet and directions for the test proctor.
2. Use a new form for each different test and each student whom you need proctored.
3. Leave the same number of copies of the test as the number of students who will come to take it.
4. Drop off tests directly to Michelle Smith in 1304 or tests may be e-mailed.
5. Available hours for proctoring may vary. Instructors may set up appointments with Michelle Smith by phone or email for a day and time to test.
6. To ensure your test gets proctored in a timely manner, a two day minimum notice is required for all test proctoring. The more advance notice you give, the more likely the test will be proctored by your deadlines.

Filling out the Form for Proctoring Tests for Faculty:

- The due date should be the last day you will let the student take the test. If the student comes to take the test and the due date has past we will not give the student the test.
- Only put a time limit down unless you want the test collected when the time is up or note the extra time taken.
- Send any items to Michelle Smith with the test that the student needs to use during testing. Especially if you want a SCANTRON form used. We can supply pencils, pens, paper, and calculator.
- Please include specifics in the Special Instructions/Notes or Accommodation section. Advance notice and appointments for students with accommodations is a must!
- Include anything else you think we may need to know about the test itself or the student(s) taking it in the special instructions/notes section.
- REMEMBER to use a separate form for each student. This is important for ADA Federal laws and confidentiality.